

**AN ORDINANCE OF THE BOARD OF COMMISSIONERS
OF WARRICK COUNTY, INDIANA AMENDING SECTION 39.05
OF THE CODE OF ORDINANCES OF WARRICK COUNTY, INDIANA**

WHEREAS, pursuant to Ind. Code 36-2-6-4.5(a), the Board of Commissioners of Warrick County may adopt an ordinance allowing money to be disbursed for lawful county purposes;

WHEREAS, Section 39.05 of the Code of Ordinances of Warrick County, Indiana sets forth the procedure for the submission and payment of claims; and

WHEREAS, the Board of Commissioners of Warrick County desires to amend Section 39.05 to permit and facilitate the electronic submission of payroll claims for payment.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of Warrick County, Indiana as follows:

The Code of Ordinances of Warrick County, Indiana, Section 39.05 entitled “Auditor Payment of Bills and Claim Voucher Process” is hereby amended in its entirety and replaced as follows:

§ 39.05 AUDITOR PAYMENT OF BILLS AND CLAIM VOUCHER PROCESS

- (A) Payment of just debts of the County prior to due date. The Warrick County Auditor is directed to make payment of those expenses listed in subsection (C) below prior to its due date when qualified claims have been filed with the County Auditor in a correct and timely manner, as provided under this § 39.05.
- (B) Claim Voucher Process.
 - (1) Claim vouchers for all claims, including for credit card charges, must be submitted to the Warrick County Auditor’s Office in a correct and timely manner.
 - (2) Claim vouchers for credit card charges are considered qualified, correct and timely if the claim voucher:
 - a. is executed on County Form 17;
 - b. is submitted with an itemized written receipt attached;
 - c. contains a charge for a lawful expense of Warrick County, as determined by the Indiana Code;
 - d. is properly signed and authenticated as true and correct by the person submitting the claim;

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- e. is submitted to the Warrick County Auditor's Office within a reasonable time after purchase (preferably forty-eight (48) hours) or within a reasonable time upon return to work if incurred out of town (preferably within forty-eight (48) hours); and
 - f. submitted to the Warrick County Auditor's Office no later than ten (10) business days before the payment on the credit card is due.
- (3) Notwithstanding any other provision under this § 39.05 to the contrary, payroll claim vouchers, along with any and all substantiating and supporting documentation required under this § 39.05, may be electronically submitted to the Warrick County Auditor's Office for processing and payment.
- (4) If an individual fails to submit a claim voucher in accordance with subsection (B)(2), above, then that person shall have a continuing obligation to correct any information necessary for the claim voucher to come into compliance with said subsection. The Warrick County Auditor shall take action to reasonably expedite communication with the office holder or department head to obtain the corrected claim voucher in a timely manner.
- (5) Penalty for late fees/penalties incurred by Warrick County:
 - a. If a claim voucher is qualified, correct and timely submitted to the Warrick County Auditor's Office, and Warrick County incurs late fees/penalties for untimely payment, then Warrick County Auditor shall be personally liable for any such fees/penalties.
 - b. If a claim voucher is not for a qualified expense, not timely submitted to the Warrick County Auditor's Office or not correctly submitted, and Warrick County incurs late fees/penalties for untimely payment, then the office holder or department head seeking payment for the claim voucher shall be personally liable for any fees/penalties.
 - c. If a dispute arises as to whether a claim voucher was qualified, correct or timely submitted to the Warrick County Auditor's Office, the Warrick County Board of Commissioners shall in its discretion determine whether said claim voucher was qualified and submitted in a correct and timely manner.
- (6) This § 39.05 is adopted by virtue of Ind. Code 36-2-6-4.5, which specifically provides that a county executive may adopt an ordinance allowing money to be disbursed for lawful county purposes under this section and further provides that, notwithstanding Ind. Code 5-11-10, *et seq.*, with the prior written approval of the Board having jurisdiction over the allowance of claims, the County Auditor may make claim payments in advance of Board allowance for certain kinds of

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expenses including, without limitation, those expenses listed in subsection (C), below, provided that such expenses are supported by a fully itemized invoice or bill and certification by the County Auditor and further provided that the county executive or County Board having jurisdiction over the allowance of the claim shall review and allow the claim at its next regular or special meeting following the pre-approved payment of the expense and that such payment of expenses under this section must be published in the manner provided under Ind. Code 36-2-6-3.

(C) Claims to be paid by Auditor.

(1) The Warrick County Auditor is directed to make claim payments in advance of Warrick County Board of Commissioners allowance for the following kinds of expenses:

- a. Property or services purchased or leased from the United States government, its agencies or its political subdivision;
- b. Insurance premiums.
- c. Utility payments or utility connection charges.
- d. General grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- e. Grant of state funds authorized by statute.
- f. Maintenance or service agreements.
- g. Lease or rental payments.
- h. Bond and coupon payments.
- i. Payroll.
- j. State or federal taxes.
- k. Expenses that must be paid because of emergency circumstances.
- l. Expenses described in an ordinance.
- m. Contract payments.
- n. Qualified, correct, and timely credit card claims if the due date for the credit card is prior to the time the Board of Commissioners can approve same.

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- (2) Each payment of expense must be supported by a fully itemized invoice or bill as described above in subsection (B) of this Section and certification by the Warrick County Auditor.
- (3) The Warrick County Board of Commissioners having jurisdiction over the allowance of the claim shall review and allow the claim at its next regular or special meeting following the pre-approved payment of the expense.
- (4) A payment of expenses under this section must be published in the manner provided under Ind. Code 36-2-6-3.

This Ordinance shall be effective upon passage.


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Passed and adopted by the Board of Commissioners of Warrick County, Indiana,
this 12th day of April, 2021.


WARRICK COUNTY
BOARD OF COMMISSIONERS


Terry J. Philippe, President

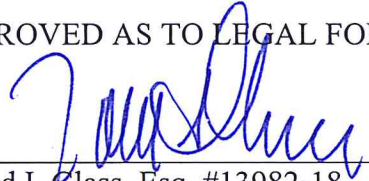

Robert H. Johnson, Jr., Vice President


Dan Saylor, Member

ATTEST:


Deborah K. Stevens, Auditor
Warrick County, Indiana

APPROVED AS TO LEGAL FORM:


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